

EDITED TASK LISTING

CLASS: Supervisor of Academic Instruction, Correctional Facility

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Manages the academic education program of a state correctional school or institution to ensure quality services are provided to inmates utilizing the Departmentally approved curricula and other available resources on a daily basis.
2.	Reviews and implements courses of study and training materials to aid in the rehabilitation process of inmates utilizing various resources (e.g., teaching methodologies, best practices, State Model Curriculum Standards, etc.) as necessary.
3.	Consults with managers, employees, control agencies, and others on varied and/or sensitive/complex educational matters to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g., policies, procedures, interpersonal skills, knowledge, etc.) as needed.
4.	Takes corrective action to improve performance of employees utilizing training, the Departmental progressive disciplinary procedures, the Employee Assistance Program, etc., per approved regulations, policies, and other resources.
5.	On a regular basis, visits classes/programs and confers with staff to maintain quality of service to inmates utilizing staff recommendations, inmate input, best practices, clinical supervision, etc.
6.	Interviews and counsels inmates to provide information about available educational and vocational opportunities utilizing various resources (e.g., interpersonal skills, knowledge, experience, etc.) when requested.
7.	Either directly or indirectly, regularly serves as a member of a variety of classification committees to evaluate inmate educational needs and recommend courses of training and further education utilizing the classification process, educational records, other available information, input from the inmate and other committee members.
8.	Analyzes student progress data to determine the effectiveness of the academic programs using knowledge, experience, training, reference materials, etc., as required.
9.	Assists in the planning and supervision of the recreational programs at a correctional facility to provide meaningful sport and leisure activities such as team and individual events using various tools, equipment, aids and/or processes on a daily basis.
10.	Prepares effective written documents for management, staff, inmates and others utilizing a variety of tools, equipment, aids, and/or processes as appropriate.
11.	Maintains accurate records for historical data, management systems (e.g., supervisory files, budget tracking systems, credential files, AOD schedules, memoranda, etc.) utilizing various tools, aids, equipment and/or processes as needed.
12.	As needed, participates in the development and review of Budget Concept Statements, Budget Change Proposals, Schedule 9's and grant documents to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various resources.

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13.	Regularly provides on-the-job training to staff on Departmental, institutional and educational policies and procedures to ensure safety, security, and proper operation of the educational program using knowledge, interpersonal skills, policies, procedures, etc.
14.	Provides information and recommendations to headquarters and institution staff in the preparation of grant applications for Federal or State financed education projects to qualify for supplemental funding to support the education programs using a variety of resources (e.g., benchmarks, knowledge, interpersonal skills, etc.) as needed.
15.	Reviews and evaluates specific proposals for curricula and instructional programs to ensure the proposed program is in line with the Department's curriculum framework and meets all necessary requirements using knowledge, interpersonal skills, and a variety of other resources as requested.
16.	Assists in the development and/or initiation of innovative pilot projects to test their effectiveness and validity prior to implementation utilizing appropriate resources and materials as warranted.
17.	Participates in various committees (e.g., regional, interregional, ad hoc, etc.) to provide information, develop training, modify and enrich curriculum, etc., utilizing various resources, knowledge, interpersonal skills, etc. as required.
18.	Maintains order, instructs, and supervises the conduct of individuals committed to the Department of Corrections to maintain security of work areas and materials in the performance of daily activities and to prevent escape or injury by inmates to themselves, others, or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by Departmental policy.
19.	Oversees the administration and security of all educational testing (e.g., Comprehensive Adult Student Assessment System, Test of Adult Basic Education, General Education Development, etc.) to ensure compliance with testing procedures on an on-going basis.
20.	Inspects premises and searches inmates to identify and confiscate contraband (drugs, weapons, alcohol, money, etc.) by clothed body searches and by visual inspection of grounds, program areas and inmate's personal possessions (clothing, desks, lockers, etc.) all within established law, policies, procedures, etc.
21.	Assists in the planning and supervision of the institution's library/law library programs to provide access to legal, reference and leisure materials and to comply with court mandates using various resources (e.g., knowledge, interpersonal skills, manuals, donations, budgetary processes, etc.) on a daily basis.
22.	Supervises programs and staff to maintain operational efficiency utilizing Inmate Work/Training Incentive Program guidelines, effective management skills, knowledge, experience, etc., on a daily basis.

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23.	As needed, reviews, investigates, and/or responds to inmate appeals to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc.
24.	As needed, responds to staff grievances to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc.
25.	In accordance with departmental fiscal policy, participates in the management of the educational budget by monitoring, tracking and prioritizing expenditures to ensure fiscal responsibility.
26.	Evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board.
27.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies and established guidelines/policies.
28.	Serves as Administrative Officer of the Day to ensure administrative requirements are met and appropriate notifications are made relative to operational issues during other than normal duty hours, utilizing various resources (e.g., knowledge, experience, training, etc.) as scheduled.
29.	Participates in the development of local and statewide policies and/or procedures specific to education utilizing appropriate resources under the direction of departmental management and/or control agencies.
30.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
31.	Develops materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, and regulations as needed and/or requested by management.
32.	On an on-going basis, and in accordance with State Personnel Board rules and regulations, participates in the recruitment process to hire qualified staff utilizing various resources (e.g., staff networking, advertisement, career fairs, etc.).
33.	In accordance with State Personnel Board rules and regulations, facilitates the hiring process by participating in interviews, evaluating and recommending candidates to fill identified vacant position(s).
34.	Represents the Department, in formal or informal settings, regarding educational matters at meetings, conferences, hearings, etc., to obtain information and/or represent the interest of the Department utilizing interpersonal skills, professionalism, knowledge, personal expertise, etc., as needed and/or upon request.

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35.	Assists with the Western Association of Schools and Colleges (WASC) accreditation process, Assembly Bill 3005 committee reviews, annual Departmental compliance reviews and other state and federal reviews to ensure validity of program utilizing various resources as required.
36.	Assists in coordinating the education program with other institution activities to avoid operational conflicts through knowledge of institution and education operations as necessary.
37.	Correlates academic and vocational programs, with the appropriate staff, to meet the educational/work training needs of adult learners utilizing knowledge, experience, curricula, etc. on a regular basis.
38.	Assists staff with problematic inmate behavior to maintain an orderly environment utilizing progressive discipline, classroom management techniques, other appropriate strategies, etc. as necessary.
39.	Assists staff to develop instructional methods, strategies and techniques to support inmates with learning difficulties as needed.
40.	Assists in planning and conducting assembly programs to disseminate information, recognize achievement, etc. utilizing organizational and motivational techniques, knowledge, experience, etc. as needed.
41.	Orders equipment, instructional materials and supplies as required to facilitate the operation of educational programs utilizing knowledge, experience, procurement and purchasing techniques, etc.